

INDUSTRIAL RELATIONS REPRESENTATIVE DEPARTMENT OF INDUSTRIAL RELATIONS



CALIFORNIA STATE
GOVERNMENT

OPEN

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AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION TYPE	This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.
WHO SHOULD APPLY	Applicants who meet the minimum qualifications as stated on this bulletin may apply.
HOW TO APPLY	Submit applications to: State Personnel Board Exam Services, MS-37 801 Capitol Mall Sacramento, CA 95814
APPLICATION DEADLINE	Applications must be submitted by December 1, 2005 , the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on Page 1 of the "Examination and/or Employment Application" form. You will be contacted to make specific arrangements.
WRITTEN TEST DATE	January 28, 2006
STUDY GUIDE	A Study Guide for the Industrial Relations Representative written examination is available at the State Personnel Board's website at www.spb.ca.gov under the Exam Bulletin link. It is the candidate's responsibility to download a copy of the Industrial Relations Representative Study Guide.
REQUIRED IDENTIFICATION	Note: Accepted applicants will be required to bring either a photo identification card or two forms of signed identification to the examination.
SALARY RANGE	\$2902 - \$4363 per month
ELIGIBLE LIST INFORMATION	A departmental open eligible list will be established for the Department of Industrial Relations. The list will be abolished 12 months after it is established unless the needs of the service and/or conditions of the list warrant a change in this period.
REQUIREMENTS FOR ADMITTANCE TO EXAMINATION	Note: All applicants must meet the education and/or experience requirements for this examination by January 28, 2005, the written test date. Note: All applications/resumes must include "to" and "from" dates (month/day/year), the time base, and civil service class titles (if applicable). Applications/resumes received without this information will be rejected.
MINIMUM QUALIFICATIONS	Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements. EITHER I Education: Equivalent to graduation from college, preferably with specialization in the social sciences. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

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**MINIMUM
QUALIFICATIONS
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Or II

Experience: Six months of experience performing the duties of a Management Services Technician, Range B, in California state service.

AND

Education: Completion of two years of college, or 18 units of college level course work in Industrial/Labor Relations, Economics, Labor Law, Urban Sociology, Business Administration, or related fields. (Candidates who have completed at least six units of these courses may be admitted to the examination but they will not be appointed until they have completed the full requirement.)

POSITION DESCRIPTION

Under supervision on a rotational basis, to learn and perform a variety of technical duties of average difficulty relating to the statewide programs of the Divisions of Apprenticeship Standards, Fair Employment Practices, and Labor Standards Enforcement with the Department of Industrial Relations; and to do other related work.

WRITTEN EXAMINATION

The examination will consist of a written test weighted 100% pass/fail. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. **Written Test – Weighted 100% PASS/FAIL**

A *Study Guide* for the Industrial Relations Representative written examination is available at the State Personnel Board's website at www.spb.ca.gov under the Exam Bulletin link.

SCOPE:

The scope of the written examination consists of the following:

- A. Knowledge of:
 - 1. Applicable statute of limitations.
 - 2. Industrial Welfare Commission (IWC) orders.
 - 3. Legal entity rules-proper designation.
 - 4. Labor laws/regulations done by Department of Labor Standards Enforcement.
 - 5. State labor laws/codes of civil procedure.
 - 6. Labor, evidence, codes of civil procedure and penal codes.
 - 7. Labor Code (LC) appeal deadlines – Department of Labor Standards Enforcement jurisdiction.
 - 8. Steps in an investigation.
 - 9. Department of Labor Standards Enforcement policies and procedures.
 - 10. Department of Labor Standards Enforcement materials.
 - 11. Applicable case law.
- B. Skills in:
 - 1. Communicating clearly in writing.
 - 2. Preparing clear and concise statements.
 - 3. Preparing detailed written reports.
 - 4. Attention to detail.
 - 5. Determining relevant material.
 - 6. Identifying issues of cases.
 - 7. Handling sensitive and confidential materials.
 - 8. Tact. Effective and impartial treatment.
 - 9. Working with minimal supervision.
 - 10. Communicating with irate people.
- C. Ability to:
 - 1. Communicate in writing.
 - 2. Reason logically.
 - 3. Make accurate and sound decisions.
 - 4. Analyze the law, apply the law, and explain the law.
 - 5. Tactfully communicate within the job.
 - 6. Manage a caseload and set priorities.
 - 7. Work under pressure.
 - 8. Take responsibility for case management.
 - 9. Absorb training material.

VETERANS' PREFERENCE **Veterans' Preference** credit will be granted in this examination.

QUESTIONS? If you have any questions concerning this announcement, please contact the State Personnel Board, Examination and Selection Services Section, 801 Capitol Mall, Sacramento, CA 95814, (916) 653-1502, TTY (916) 654-6336.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Examination and Selection Services Section in Sacramento, at (916) 653-1502, **three weeks after the final filing date** if he/she has not received a progress notice.

If a candidate's notice of examination fails to reach him/her prior to the day of the examination due to a verified postal error, he/she will be rescheduled upon request.

Applications are available at the State Personnel Board office and local offices of the Employment Development Department.

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: Interviews are typically scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and finger printing may be required.

Interview Scope: In addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs, plans for self-development, and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

CALIFORNIA STATE PERSONNEL BOARD

801 CAPITOL MALL
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(916) 653-1502 – TTY (916) 654-6336